



Sherfield Park Parish Council (SPPC)
Full Council Meeting held at Sherfield Park Parish Office
at 7.30pm on Wednesday 10th July 2019

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Bowyer	✓		
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough	✓		
Cllr. Alvares		✓	
Cllr. Rouse	✓		
Cllr. Beattie		✓	

In attendance: Borough Councillor Edwards, Tracy Hamer (Clerk) taking the minutes, and 3 members of the public. Apologies were received from Borough Councillors Miller and Still.

Agenda Item	Issue	Actions
071901	To receive and accept apologies of absence Apologies were received from Cllrs Alvares and Beattie, Borough Councillors Miller and Still, who is also our County Councillor.	
071902	Declarations of interest relevant to items on this agenda Nil.	
071903	To sign as a correct record, the minutes of the Full Council meeting held on 12th June 2019 The Council unanimously agreed the minutes of the meeting. The minutes were signed by the Chair – Cllr Vaux.	
071904	Matters arising from items from previous meetings and actions noted on the Action Log. <ul style="list-style-type: none"> The Action Log was reviewed by the Chair and Clerk prior to the meeting. The Clerk will circulate once updated and then prior to each meeting. Cllr Bowyer agreed to meet with the Over 55's Club to explain roles of SPPC, SPCA and the Borough Council. The Council resolved to approve Steve Brocklebank to install the new noticeboard outside the Parish Office at 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Bowyer</p> <p style="text-align: center;">Clerk</p>

Signed by Chair.....

	<p>a cost of £150. Proposed: Cllr Vaux, Seconded: Cllr Rouse</p> <ul style="list-style-type: none"> • Cllr Rouse confirmed he has 2 estimates to install aluminium flashing around Parish Office. The Clerk to investigate a third and the cost will be authorised over email. • The grant for speed calming road signs has been approved by Hampshire County Council. The Clerk will order the signage. • The Clerk is still awaiting updates from BDBC regrading Pettys Copse Path and the new bins at the bus stops. 	<p>Clerk</p> <p>Clerk</p>
071905	<p>To receive any Chairman's announcements. The Chair proposed that the Clerk be responsible for the application process for the power supply to Christmas Tree on the roundabout. Proposed: Cllr Goodenough, Seconded: Cllr Rouse</p> <p>The Clerk thanked Cllr Goodenough for his input on this matter so far.</p> <p>The Council will consider the Light Up Sherfield Park initiative at the September meeting.</p>	<p>Clerk</p> <p>Clerk</p>
071906	<p>Public Participation session – 15 minutes A member of the public raised concerns regarding safety issues where a garden has been converted to parking but the kerb has not been dropped. Cllr Vaux to investigate and the Clerk will contact Enforcement.</p>	<p>Cllr Vaux/Clerk</p>
071907	<p>To receive reports from the County Councillor, Borough Councillors, SPCA and the PPG</p> <ul style="list-style-type: none"> • County Cllr Still reported via Cllr Vaux that a forthcoming meeting with the Highways Officer will consider and address pressing issues as raised by residents and the Parish Council, including parking and speeding. Full report to follow at the September meeting. • Borough Cllr Edwards reminded attendees that changes to bin collection days will commence 22nd July 2019 and that all householders should receive a flyer explaining all changes. The only change for the parish will be the collection of green waste. It was noted that crime is up by 3.84% but too soon to comment on any correlation with the lack of night time street lighting – Cllr Edwards as asked to request lighting to be turned back on at 	<p>Agenda</p> <p>Clerk</p>

Signed by Chair.....

	<p>40% which will enable privately owned CCTV to work efficiently. Cllr Edwards and the Clerk will liaise to organise a public meeting or pop up café with PC Aidan Blackwell to discuss property crime in the parish.</p> <ul style="list-style-type: none"> • Carl Lesh from SPCA updated the Parish Council – see Appendix 1. • PPG – No updates. 	
071908	<p>To note the current financial situation</p> <p>The council noted that the present financial situation is satisfactory. See Appendix 2 for details.</p>	
071909	<p>To authorise any requests for payments</p> <p>The Council resolved to approve the payments in Appendix 3 to these minutes.</p> <p>Proposed: Cllr Gordon, Seconded: Cllr Bowyer</p>	Clerk
071910	<p>To consider an application from London Hearts for a grant of £1700 under Section 133 of LGA 1972 to provide a defibrillator to be positioned at an appropriate place for emergency use by the residents of Sherfield Park.</p> <p>Following discussion it was agreed there was no requirement for a second defibrillator in the parish. The clerk will however liaise with SPCA, to arrange and fund first aid training for residents.</p>	Clerk
071911	<p>To receive a report from the Communications Working Group</p> <p>Cllr Gordon presented the working template for the new website and explained the process of populating information once the framework is ready. The quotation was reviewed and the Council resolved to accept the cost and commission the new website asap.</p> <p>Proposed: Cllr Gordon, Seconded: Cllr Goodenough</p>	Cllr Gordon
071912	<p>To receive a report from the Open Spaces Working Group</p> <p>Cllr Rouse asked the Council to agree to authorise the Open Spaces Working Group to spend up to £2000 before the end of this financial year (31/03/20) on bulbs. The Council resolved to authorise the cost, with the proviso that Open Spaces ensured suppliers were assessed for quality as well as cost, and the cost of planting was also considered.</p> <p>Proposed: Cllr Rouse, Seconded: Cllr Goodenough</p> <p>Minutes of the June meeting are shown as Appendix 4</p> <p>Cllr Bowyer commented a meeting with Cath Daley regarding Section 106 is required, 2 councillors to attend – Clerk to</p>	<p>Cllr Rouse/Clerk</p> <p>Clerk</p>

Signed by Chair.....

	arrange.	
071913	<p>To receive a report from the Policies & Personnel Working Group</p> <p>Cllr Bowyer reported there will be 3 policies to bring to the September council meeting for approval.</p> <p>Minutes of the June meeting are shown as Appendix 5.</p> <p>GDPR information to be sent to Cllr Beattie.</p>	<p>Agenda/ Cllr Bowyer</p> <p>Clerk</p>
071914	<p>To consider a planning application Ref: 19/01563/HSE for the creation of additional living space including 2 pitched dormer windows and 2 roof windows at 4 Titchfield Crescent RG27 0FW.</p> <p>Following extensive discussion of the plans, the Council resolved to support application, being mindful of comments and objections already submitted, including suggesting actions to resolve potential overlooking of the neighbouring garden.</p> <p>Proposed: Cllr Goodenough Seconded: Cllr Vaux</p>	Clerk
071915	<p>To consider and comment on the compulsory review of BDBC polling districts and polling places.</p> <p>The Council unanimously agree that the current arrangements work effectively. The Clerk will respond accordingly.</p>	Clerk
071916	<p>Section 106 release of funds for Community Facilities</p> <p>The Council resolved to allocate the sum of £99.42 (for projects within community buildings) towards the completion of the changing rooms at SPCC.</p> <p>Proposed: Cllr Vaux, Seconded: Cllr Bowyer</p>	Clerk
071917	<p>To consider lending Parish Council owned speed watch equipment to Sherfield Park resident for the purpose of collecting speed data on Rockbourne Road.</p> <p>Following discussion the Council resolved to lend the speedwatch equipment as proposed, subject to police guidance on positioning of the equipment to avoid any possibility of causing a hazard to drivers.</p> <p>Proposed: Cllr Gordon, Seconded: Cllr Bowyer</p>	Clerk
071918	<p>To consider matters for including in the next issue of the Loddon Valley Link.</p> <p>The Council requested that the Clerk prepare a draft article including information on the following:</p> <p>Fly tipping, defibrillator at the Community Centre. This would then be reviewed and edited by the Chairman before submission to the Loddon Valley Link's editor before</p>	Clerk/Chair

Signed by Chair.....

	16 th July 2019.	
071919	To confirm the date of the next Parish Council meeting as 11th September 2019 The Full Council will next meet on 11 th September 2019 and the Finance Committee will meet on 17 th July.	

There being no further public business, the meeting closed at 9.20pm

Signed by Chair.....

Appendix 1

Community Centre updates

The new room is now complete. Invitations are now being designed to be sent out for the official opening in September.

Roy has handed his notice in and finishes his employment on Thursday 11th July. We are currently exploring various options and job description changes for the role.

Due to staff shortage the Hub report will be slightly delayed. We hope to have it with you by the end of this week.

Our biggest event of the year Sherfest is this weekend and is bigger than ever.

The centre has now started its extensive redecoration program. D&D beauty was completely renovated last week and has had very positive reviews for its new high end designer look.

Carl Lesh
Chairman
Sherfield Park Community Association

Signed by Chair.....

Appendix 2



ITEM 071908 - PRESENT FINANCIAL SITUATION

<u>Monthly sheet June 2019</u>			
		Balance Bought Forward 31/05/19 (check)	90,762.49
		Interest	18.05
		VAT Refund	448.23
			91,228.77
03-Jun	BT	Monthly office phone charge	£48.00
05-Jun	PlusNet	Monthly office phone charge	£6.87
20-Jun	Viking	Office supplies & equipment	£102.37
17-Jun	Steve Vaux	Clerk's Expenses	£169.98
17-Jun	Steve Vaux	Clerk's Expenses	£25.97
17-Jun	Roots	Grass cutting April & May & Spraying	£90.00
30-Jun	Vision ICT	Provision of website & IT support	£72.14
17-Jun	Do the Numbers Ltd	Provision of internal Audit Services 2018/19	£320.00
17-Jun	SPCA	Room Hire	£31.50
17-Jun	Stephanie Fryer	Reimbursement of Expenses	£40.00
14-Jun	Information Commissioner	Data Protection Fee	£35.00
20-Jun	Sleep Tight Security	Final payment security measures	£850.80
17-Jun	SPCA	Sherfest Grant	£624.00
17-Jun	Zurich Mutual	Insurance	£507.11
25-Jun	HMRC	Staff Tax & NI	£225.00
25-Jun	Staff Salary	Parish Clerk (S Vaux)	£515.40
25-Jun	Staff Salary	Litter Warden (R Oats)	£147.37
25-Jun	Staff Salary	Parish Clerk (T Hamer)	£238.35
28-Jun	John Readman	Litter Picker New Boots	£29.00
		Total Payments	£4,078.86
		Balance as at 30th June 2019	87,149.91
		Current Account Balance @ 30/6/19	21,232.22
		Deposit Account Balance @ 30/6/19	65,917.69
			87,149.91

Signed by Chair.....

Appendix 3

071909 Payment Requests - July 2019

BT	Monthly office phone charge	GP00546968	DD	£59.20	
PlusNet	Monthly office phone charge		DD	£6.50	
Steve Vaux	Clerk's Expenses	N/A	EP	£87.57	
SPCA	Room Hire	JUN512/19	EP	£25.20	Use of small hall for public meeting
SSE	21/03/19 to 19/06/19		EP	£39.71	Electricity Bill
SSE	Set up for standing order		EP	£15.00	Set up cost
Vision ICT	Web hosting		EP	£72.14	
Steven Brocklebank Gardening Services	Manhole maintenance next to PC office		EP	£585.00	
HMRC	Staff Tax & NI		EP	£215.60	PAYE
Staff Salary	Parish Clerk	July Salary	EP	£516.33	Tracy Hamer
Staff Salary	Parish Clerk (June O/T)	June OT	EP	£198.40	Stephen Vaux
Staff Salary	Litter Warden	July Salary	EP	£147.37	Richard Oats
			PAYMENT TOTALS	£1,902.32	

AUTHORISED BY:

AUTHORISED BY:

Signed by Chair.....

Appendix 4



Agenda Item – 071912

Notes from Open Spaces Group

SPPC-Open Spaces

1st July 2019

7.45

SP Parish Office

Meeting called by: Will Rouse

Type of meeting: informal

Note taker: Audrey-resolutions
Herbert- minutes

Will Joyce Audrey Quintin Herbert

Attendees:

Minutes:

The meeting was called to present propositions for resolutions at the Council meeting on 10th of July

Conclusions:

Proposition 1 : allow a budget of £2,000 to be spent now ,ordering bulbs corms and in time plugs for planting on the Parkland on Sherfield Park

Proposition 2 :To ask Michael Pollitt to be allowed the use of the speed watch camera from his land on Rockbourne Road

Action items	Person responsible	Deadline
○ Validating bulb purchase	Audrey	10 July
○ Validating Michael Pollitt use of speed watch camera	Quintin	10 July
○ Formalize Information form to Clerk	Herbert	
○ Entrance signage	Herbert	
○ Sponsor Taylors Farm roundabout the name of SP	Herbert	
○ 106 money trim trail and planting	Herbert	
○ Signage or 20s plenty	Herbert	
○ Rules for advertising hoarding and banners		

- **Agenda**
- Validating bulb purchase

Presenter: Audrey

Signed by Chair.....

Action items	Person responsible	Deadline
item:	• Speed watch camera attendance	

Separate item to be attached

Agenda item:	Project management forms	Presenter: Herbert
Discussion: To improve communication between Workgroup and the Clerk it was suggested that the Excel enquiry form resolved at the last meeting updated to a Word document(Clerks request) Herbert liaise with the Clerk to tailor it to brief the Clerk of the progress of this meeting. This form will also help share responsibility for the work This will help clarify the groups intentions and improve long term Communications		

Agenda item:	The Entrances to the Estate	Presenter: Herbert and Audrey
Discussion: Herbert presented a printed range of options from FWDP (the provider of the matching SP notice boards) as well as a tablet view of Pinterest photos. These included examples of wood stone and floral setups		

Conclusions:

Entry signs as the Chasemore Farm example shows it is in keeping to the original conversations in the past being black metal and from the same supplier as the notice boards. Clerk to be asked to obtain quotes and investigate permissions required.



Signed by Chair.....

Sponsor Taylors Farm roundabout	Herbert
Agenda item:	Presenter:
✓ Discussion: A further Solution would be to sponsor of the Taylors Farm roundabout as it is the most prominent part of the entrance and is not in good condition .	
✓ Pininterest images were displayed but not discussed as Ex councilor Bowyer had concerns on ownership and Boroughs intention for the use of the roundabout by others she promised to contact Catherine Daly	

Herbert to prepare a project form as brief to request the Clerk to establish status of the roundabout

106 Update	Will
Agenda item:	Presenter:
Discussion: Further to a discussion last December and requests from Borough in February, Part of the 106 money is earmarked for a trim Trail	
Conclusions:	
Ongoing	

Signage 20s plenty	Quintin
Agenda item:	Presenter:
Discussion: An update is required as to when and who was paying for the notices discussed in Council	
The map of appropriate positions was displayed	
Conclusions:	
Confirm with Clerk if these have been ordered yet	

Rules for hoardings and banners	Herbert
Agenda item:	Presenter:
Discussion: Responding to Oana request clarification on when and how hoardings can be displayed on the Estate.	
This refers to the Banner on the Play area originally and to the appearance of estate agent sales boards around the estate supporting Sherfest and Four Lanes School. Various contractors display their signs outside properties and persuade householders to keep them there for some weeks after the job is finished	
Conclusions:	
The previous decision was that Richard as litter warden would remove out-of-date signs immediately from lampposts There needs to be more clarity about the duration and purpose of the display and where it is positioned	
Request the Clerk to investigate details of last decision and advise what sanctions we can take	

Items not covered :

- Status of balancing ponds
- Parish Banners for Sherfest
- Security film for Parish office windows
- Light-up Sherfield Park and license for Christmas tree lights
- Maintaining battery lighting on the estate in public areas
- Use of the projector to facilitate presentations

Signed by Chair.....

Appendix 5



Agenda Item – 071913

Notes from Policies & Personnel Group

- Standing orders vs Terms of Reference are to be reviewed by Cllrs Beattie and Gordon to ensure they match.
- Complaints Procedure to be reviewed by Cllrs Rouse and Beattie.
- Risk Assessment to be reviewed by Cllrs Vaux and Bowyer
- Cllr Rouse to update Councillor Profile as matter of urgency.
- Emergency Password Envelope – sealed envelope to contain any online passwords – to be held by current Chairman. It can then only be opened by any two councillors present.
- Emergency Plan – Cllr Rouse has drafted and previously distributed, however local engagement with community and SPCA needs to take place – fire, police, personnel. Also need to consider possibility of mustard gas poisoning re Dixon Road. Contact Colonel at Bramley Camp or Eddie at Landmark (front gate of Bramley camp).
- Talked about – Possible dry food storage, warm clothing. Centre would be place for evacuation of residents. Needs to be taken further with re-engagement with local groups.
- GDPR Policy – Information sent to Steve, needs to be sent to Cllr Beattie to review.

Signed by Chair.....